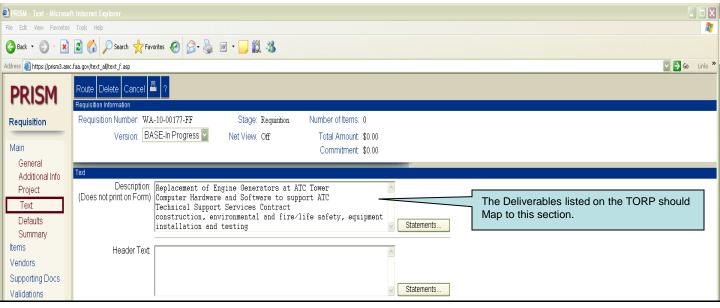
SE-2020 PRISM Format

											Page 1 0		
REQUISITION 1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT							PROCUREMENT REQUEST NO.						
							WA-10-00177-						
							REQUISITION DATE						
							06/04/2010						
S. ORIGINATING OFFICE DATA								REQUEST (Che REQUEST	ok ane)				
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)							B. CHANGE TO PENDING PR NO.						
							C. MODIFICATION TO						
								RACT OR R NO.					
								_					
5. APPROVALS							ONSIG	NEE AND DESTI	NATION				
APPROVING OFFICIALS ROUTING SYMBOL			DATE	INTIALS	BRNAL ROUTING	-							
	(A)	Œ	(C)	(0)	FOUTING STMBOL (II)	_							
(1) AUTHORIZED REQUISITIONER													
Org Requisitioner													
@						\dashv							
						Щ.							
Org Approving Manager			Vishal Gupta (ACT) should be										
SE-2020 Reviewer (Vishal Gupta)			added to routing for all				ATE(S)	REQUIRED					
Org Fund Certifier			organizations. Change Site to ACT to find Vishal's name in			. 0	ONTRA	CT AUTHORITY	FURNISH	ED PR	OPERTY		
			PRISM.				YES	NO					
			S. DESCRIPTION	OFTE	WIS ON SERVI	CES							
ITEM NO. ITEM OR SERVICE (Include Specifical			flors and Special Instructions)			QUANTI (C)			E	STIMA	TED COST		
(A) (B)							(D)	UNIT (R)	\rightarrow		AMCUNT (P)		
	;;1021;; Two semicolons followed by TORP #,				#,								
	SE-2020 followed by two semicolons												
Contract # / Vendor Name													
This will be given after the Adjudication Board decides which													
Vendor is appropriate, leave blank in the initial cut of PR, PLEASE DO NOT STATE A SPECIFIC VENDOR UNTIL IT IS APPROVED.													
	TO NOT OF THE POST												
	TORP Name												
Description -Scope -TO-COTR/POC Name and Number													
Description -TO-COTR/POC Name and Number													
Spend Plan #													
Period of Performance													
line Item 1: Technical Teck Order, Accounting													
	Line Item 1: Technical Task Order - Accounting String #1									_	\$100,000.0	Λ	
0002 —										7	ψ100,000.0	J	
0002	Line Item 2: SE-2020 5% Assessment - Accounting												
	String #2 (if needed)				3		+		-	\rightarrow	\$5,000.00	4)	
,						١.			TOTAL	DOTA -	(5% of Line Ite	m 1)	
	Johnny wants to create a PR for \$105,000. How does he determine the cost of Line Item 1 and 2? Line Item 1: \$105,000/1.05 = \$100,000 Line Item 2: \$100,000*0.05 = \$5,000 (5% of Line Item 1)						\$10	5,000.00	IOTAL	ESTIM	NIED COST		
10. ACCC													
See Sc											essment) is		
Total = \$105,000								equal to 5% Technical			e of Line Iten	n 1	
ı						I	-	. commoal	. usk U	. uci)			

New Use of PRISM Header Description Field



In an effort to comply with President Obama 's transparency initiatives, Administrator Babbitt's plain language initiatives, and improving FAA's data reporting accuracy, the FAA will begin using the PRISM Header description field (that does not print on the requisition or award document) to describe clearly and concisely what supplies, services, or construction the FAA is purchasing so that the general public can understand.

The Main > Text > Description field is required to be utilized <u>immediately</u> on all requisitions and awards in accordance with the following guidance. The requisitioning office will have the primary responsibility to enter a description that meets the requirements below. The acquisition office will have the secondary responsibility for ensuring the Header description is clear and concise and not blank at the time of award.

For all new procurement requests (PRs), the Requisitioner must provide a description in this Header Description field. For existing PRs, the Contract Specialist (CS) and/or Contracting Officer (CO) must provide a description at the time of award. For Requisitions for modifications, the Requisitioner will not be able to provide a description until there is a description on the base award in the description field. The CO/CS also has the option of creating an administrative modification (mod) to enter a description that meets the description requirements listed below if no pending PRs are available.

The Header description, along with other data elements, will be transmitted to the Federal Procurement Data System - Next Generation which also feeds the USASpending.gov website which is viewable by all concerns including the general public.

The field will be closely monitored for compliance by AJA-A12.

One or two sentences capturing the overall view of the purchase should be sufficient. Some descriptions may require more detail to be concise.

Examples of items this field should not include are;

- 1) names of individuals requesting or administering contracts
- 2) vendor contact names
- 3) contractor proprietary information
- 4) dollar amounts
- 5) any contract terms
- 6) acronyms (unless spelled out first)
- 7) part numbers, serial numbers, or product numbers
- 8) personal notes related to the contract
- 9) symbols and characters for the purpose of by-passing system edit checks